REQUEST FOR STATEMENT OF QUALIFICATIONS FOR CONTRACT INSPECTOR

The city of Shreveport is requesting Statement of Qualifications from experienced, professional home inspectors, contractors or firms to provide inspection services associated with the **Homelessness Prevention and Rapid Re-Housing (HPRP) Program** funded through the U.S. Department of Housing and Urban Development (HUD). The Respondent must be proficient in conducting inspections.

The Respondent will be responsible for conducting initial and any appropriate follow-up inspections of housing units into which a program participant will be moving. Each unit must meet the *Housing Habitability Standards* and documented accordingly.

Those interested must be an independent party, and above any suspicion of having a real or apparent conflict of interest with the City of Shreveport. Respondents must be willing to comply with local procurement requirements and regulations governing federally-funded programs, and other State and local code requirements, HUD's Housing Habitability Standards, and all applicable provisions of federal, state, and local regulations. In addition, you must adhere to the City's insurance requirements and additional requirements as deemed necessary. Minority and women owned firms are encouraged to apply.

STATEMENT OF QUALIFICATIONS

The SOQ must include a brief history of the professional home inspector contractor or firm, and a resume of the principal owner of the business and the person or persons in the organization who will be assigned to the projects; a sample inspection format or checklist; and a list of references.

I. Agency Information

- A. Name, Address, Telephone Number, Facsimile Number, Contact Person
- B. History of Business
- C. History of working with federal funded programs, specifically Community Development Block Grant (CDBG) and Home Investment Partnership (HOME)
- C. Narrative of Qualifications of Business owner and persons assigned to perform tasks

II. Methodology

A. A Sample Inspection Format of Checklist

III. References

- A. A listing of public and private entities for which the respondent has contracted with to provide services for, and
- B. A list of current or recently completed projects that requested similar services

A selection committee will review all submissions. All responses will be evaluated on the basis of the information requested.

This Statement of Qualification can be obtained at the Department of Community Development, 1237 Murphy Street, Room 314, Shreveport, LA, during regular business hours, beginning Tuesday, November 10, 2009, 8:30 a. m. through 4:30 p.m. The Statement of Qualification is also posted on the city's website at www.shreveportla.gov.

If interested in applying for these professional services, please respond no later than 5:00 p. m., Friday, November 20, 2009. All responses shall be directed to Ms. Bonnie Moore, Director, Department of Community Development, Post Office Box 31109, Shreveport, LA 71130 or hand delivered to 1237 Murphy Street, Room 314, Shreveport, LA, 71101, (318) 673-5900.

THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL STATEMENTS OF QUALIFICATION.

HAND DELIVER OR MAIL TO:

City of Shreveport Attention: Mrs. Bonnie Moore, Director Department of Community Development 1237 Murphy Street, Room 314 P. O. Box 31109 Shreveport, Louisiana 71130 (318) 673-5900